

## City of Kennesaw Business License Department

Business License Clerk, Donna Abbott

Telephone: (770) 424-8274

Fax: (770) 429-4559

Email: [dabbott@kennesaw.ga.us](mailto:dabbott@kennesaw.ga.us)

### Instructions and Information

Welcome to the **City of Kennesaw**. Thank you for choosing the City of Kennesaw as the location to conduct your business. Should you have need for any assistance, please call us at **(770) 424-8274**, or visit our website at [www.kennesaw.ga.us](http://www.kennesaw.ga.us).

The Business License Department is responsible for the collection of Business License Fees, Occupational Taxes, and Alcohol Taxes including: Liquor by the Drink Taxes, and Alcoholic Beverage Excise Taxes, Hotel/Motel Occupancy Taxes, Financial Institution Taxes.

The Business License Department is also responsible for the issuances of privileged licensing including: Alcohol, Massage Therapy, Bail bonds Pawnbrokers; Precious Metals, Taxi Cabs/ vehicle for hire, and Temporary Use Licenses.

### General License and Registration Requirements

New businesses must apply for an occupation tax certificate prior to beginning operations. An existing company must renew its certificate and pay taxes no later than February 28<sup>th</sup>, each year. **The deadline for 2005 occupation tax certificate renewals is February 28, 2005. All payments received after that date will be assessed a 10% payment penalty and 1 1/2% interest per month. Please contact the Business License office (770) 424-8274 if your business closed during 2004.**

Occupation tax certificates are issued by the City of Kennesaw Business License Office, Monday – Friday, 8:00am – 4:00pm. All other services provided by the office are available until 5:00pm.

Any individual, partnership, corporation or entity, which engages in, any activity with the object of gain, profit, benefit or advantage in the city limits of Kennesaw is considered to be engaged in business, and must obtain a City of Kennesaw Business License/ Occupational Tax Certificate for each location in the city limits of Kennesaw prior to the start of business.

**\*Notify this office of any change of address, ownership, firm name, or classification.**

The business license application may be downloaded from our Web site [www.kennesaw.ga.us](http://www.kennesaw.ga.us) . You will need to have the Adobe "Acrobat" reader installed on your computer to view these files.

After completing your application, fax it to (770) 429-4559, and then call our office during our normal hours regarding fee amounts and additional information at (770) 424-8274.

Even though you may have already filed an application for your business license which is required prior to conducting your business in the City, you may need to contact other departments in the City for certain services. May we suggest the following for assistance:

#### City Services:

**Planning & Zoning Department (770) 590-8268**

*Home occupation affidavits* must be approved by the Zoning Department prior to issuance of a business license for all home based businesses.

*Sign Permits:* If you are in Downtown Kennesaw, signs and structural changes must be approved by the Zoning Department prior to construction work being done in addition to other possible requirements from the City of Kennesaw. For information on this subject, please call **Darryl Simmons at (770) 429-4554.**

### **Building Services Department (770) 429-4554**

For building construction, repairs, permits, air conditioning and heating inspection, building inspection, plumbing inspection, electrical inspection or building permits, contact Jamie Newsome **at (770) 429-4554.** (Any monies owed the City for license fees, permit fees, utilities and taxes must be paid prior to any licenses or permits being released or the conduct of any work in the City being done.)

New construction or renovation done prior to a business occupying a new facility or building, shall meet all code requirements for permits and licenses. Further, a Certificate of Occupancy and a Business License must be issued prior to the business beginning operation. To summarize, each business shall be in compliance with all aspects of the City of Kennesaw Code prior beginning operation in the City.

Below please find other contact information for additional services that may be required to conduct business in the City.

#### **For utilities:**

1. Water & Sewer	<b>Cobb County Water</b>	(770) 423-1000
2. Trash	<b>City of Kennesaw Utility Dept</b>	(770) 424-8274
3. Electric	<b>Cobb EMC</b>	(770) 429-2100

#### **Other Governmental Offices:**

**Health Department** (770) 514-2300 (Restaurants)

**Georgia Department of Agriculture** (404) 656-3621 (Pre-Packaged Food Sales)  
For food service permits or restaurant assistance.

**Police Department Records Division** (770) 429-4532  
For alcohol pouring permits and/or fingerprints

**Cobb County Personal Property Division** (770) 528-3123  
For personal property tax information.

*Please note that even though your business is located in the City of Kennesaw, Cobb County is responsible for all real and personal property tax assessments.*

**Cobb County Fire Marshall** (770) 528-8310

**Trade Name Registration** (770) 528-1360

**Department of Human Resources** (770) 528-5000  
Handles licensing of child and adult daycare centers.

## Alcohol License Approved Workshops

Evendi, Inc. (770) 988-9970 or (770) 640-8862  
Health Communications Inc. – TIPS (800) 438-8477 ext. 336  
Training Institute for Responsible Vendors, Inc.  
(404) 531-9237 or (800) 382-7675

*Effective January 1, 2003, all new business license applicants and existing licensees shall attend an alcohol sales and service workshop for owners and managers on a workshop approved by the Business License Manager.*

We look forward to being of service to you and assisting you with City of Kennesaw services.

### FAQ's:

**Q. Do I need a business license?**

A. Yes, if you are operating a business in the city limits, and/or generate any revenue.

**Q. What do I need to do to obtain a business license?**

A. Determine that your business is located in the city limits.

**Q. Is the business in a commercial or residential area?**

A. **Residential** (the business is operated out of my home or I have a mobile business but my home address is my business address.)

- ☐ A home occupation affidavit must be completed, notarized, and approved by the Zoning Administrator. This form is available at both the Business License Office and the Planning & Zoning Department. Notaries are available on staff.
- ☐ If you are a renter you will also need:
  - *Privately owned home*: a notarized letter from the homeowner, and a copy of your lease agreement. .
  - *Apartment complex*: a letter from the property manager, on letterhead, along with the lease agreement, will be sufficient.
  - The letter must state that the homeowner/ property owner is allowing the home based business

**Commercial** locations must contact Building Services at (770) 429-4554 or [jnewsome@kennesaw.ga.us](mailto:jnewsome@kennesaw.ga.us), to obtain a Certificate of Occupancy.

**Q. How long does it take to obtain the license?**

A. Processing takes a minimum 24 hours.

**Q. How do I obtain a tax ID number?**

A. There are two different government agencies that issues tax id numbers:

Federal: Contact the IRS @ [www.irs.gov](http://www.irs.gov)

State: Go to [www.georgia.gov](http://www.georgia.gov) then proceed to Business Registration

**Q. How much will the business license cost?**

A. Occupation taxes are determined by gross receipts, class of business according to the Standard Industrial Classification code, plus \$55.00 administrative fee. The minimum fee is \$80.00

Certain professional practitioners have the option of calculating their occupation tax in another manner. They may elect to pay a flat fee of \$400 per registered professional.

**Q. What are gross receipts?**

A. Gross receipts' means total revenue of the business or practitioner for the period. For the entire definition visit [http://www.legis.state.ga.us/cgi-bin/gl\\_codes\\_detail.pl?code=1-1-1](http://www.legis.state.ga.us/cgi-bin/gl_codes_detail.pl?code=1-1-1) go to O.C.G.A 48-13-5 (2)

Q. What forms of payments are acceptable?

A. M/C, Visa, Cash, Check, Money Order. Make checks and Money Orders payable to the City of Kennesaw.

Q. Where do I register my trade name?

A. Contact Cobb County Superior Court at (770) 528-1360

**Note:**

1. If your business requires a state or federal license, food permit, or certification, that must be submitted with the application.
2. If your business is incorporated, a copy of your certificate of incorporation must be submitted with the application.
3. If the business is a partnership, a copy of a state issued id must be submitted for each owner.

***Enter links to applications***